Steel Authority of India Limited
Bokaro Steel plant, Bokaro - 827001

Request for Quotation (RFQ)

For procurement of

HDPE BAG FOR PACKING OF AMMONIUM SULPHATE

Through

On - Line Reverse Auction

Conducted by
mjunction services limited

BOKARO STEEL PLANT

PURCHASE DEPARTMENT

Regd. Office
Ispat Bhavan
Lodhi Road
New Delhi 110003

Mailing Address
Sri Rajeev Ranjan
Manager-(Purchase)
Ispat Bhavan
Bokaro Steel Plant
Bokaro Steel City- 827001
Mob : 08986873175
Fax No.: 06542-240185, 240227

To, _____ Date : ___ /___ /_____

_____

Ref: 1. Your letter number _____ dated ___/___/_____.

Dear Sirs,

Enclosed please find herewith tender documents containing the following:

a) Section 1 – Terms & Conditions
b) Section 2 – Item details
c) Section 3 – General Rules and Regulation governing conduct of On-line Reverse Auction
d) Form 1 - Format for Acceptance of Terms & Conditions including Reverse Auction
e) Form 2 - Format for submission of last quoted prices during Reverse Auction
f) Annexure 1- Format for Taxes & Duties
g) Annexure 2 - Format for basic information about the tenderer
h) Annexure 3 - Format for submission of bank guarantee towards Earnest Money Deposit (EMD)
i) Annexure 4 - Format for submission of bank guarantee towards Security deposit cum Performance GB
j) Annexure 5 – Inspection Plan.
k) 'Conditions of Contract … (SAIL-P/1)'
l) 'Instructions to Tenderers'

*Note: Documents at **'k'** and **'l'** are available on our website '**www.sail.co.in**' or '**www.sailtenders.co.in**'*

The tender documents are non-transferable. Salient features relevant to tender are as under.

Cost of Tender Documents	:	Rs. Nil
Due Date & Time	:	12.03.2015 at 3.30 PM
Price bid online at mjunction portal	:	12.03.2015 on or before 2.30 P.M.
Delivery Period	:	30.04.2015
Item Description	:	HDPE bag for packing of ammonium sulphate
Number of item	:	01
Quantity	:	1,15,000 nos. (Details as per annexure – 2)
Number of bids	:	Two (1-Techno-Commercial bid, 2-online sealed price bid). Price shall be obtained through on -line Reverse Auction through mjunction. Online sealed Price bid must be submitted at mjunction portal.Tenderers shall submit their offer in two bid system. However,BSL shall reserve the right to finalise the case on the basis of the price discovered through online reverse auction or by opening the online sealed price bid alongwith techno- commercial offers at mjunction portal.
Contact Address	:	Purchase Department, Ispat Bhavan, Bokaro Steel City – 827001, Jharkhand, India
Earnest Money Deposit Amount	:	*Rs. 15,000.00 (Rs. Fifteen thousand Only)-EMD upto 1lakh value in the form of BG is not aaceptable.*

Please submit your quotation in duplicate in the enclosed formats in sealed cover superscribing enquiry number, date and due date and addressed to the undersigned for the item(s) mentioned as per section–2 maintaining the item serial number of this enquiry in your quotation to reach within due date and time.

Tenderers are requested to read the tender document carefully and submit their quote as per terms & conditions given therein. Tenderers who submit their offers shall be deemed to have read, understood and accepted the terms and conditions of the tender document.

(Rajeev Ranjan)
Manager-.(Pur)
Mob : 08986873175

Enclosed : As above

Received the tender document including all enclosures.

Name : _ _____ _____
Date : (Signature of Tenderer)

Section 1 : Open Tender Terms & Conditions

1. **Unless otherwise specified General Conditions of Contract (SAIL-P/1**), as modified from time to time, subject to the extent modified by '**Instructions to Tenderers'**, shall apply to this tender enquiry. Terms mentioned in section 1 hereunder shall be read with SAIL-P/1 and 'Instructions to Tenderers' and the terms and conditions mentioned hereunder shall supercede those mentioned in SAIL-P/1 and 'Instructions to Tenderers'. Copy of SAIL-P/1 and Instruction to Tenderers is available on and can be downloaded from our website **'www.sail.co.in'** *or* ***'www.sailtenders.co.in'*.**
2. **Eligibility criteria**: The intending tenderer i.e. Indian manufacturers must satisfy conditions as stipulated in Section 2 to qualify for consideration in techno-commercial evaluation. The intending tenderer must submit documentary evidence in support of their eligibility alongwith techno-commercial bid, failing which the offer is liable to be rejected. Bokaro Steel Plant, however reserves the right to call for clarifications/additional documents in support of claims made by the tenderer.
3. **Drawing :** In case where tender document has been downloaded from our website and drawing (if applicable) is not available/posted on the website, the relevant drawing may be obtained from the office of the undersigned or from our outstation offices as mentioned in the tender notice on payment of cost of tender document.
4. **Earnest Money Deposit (EMD) :** In the form of demand draft / pay order / local banker's cheque from any scheduled bank except Cooperative and Gramin bank drawn in favour of SAIL/Bokaro Steel Plant and payable at Bokaro Steel City .Earnest Money can also be in the form of TT remittance /online transfer-NEFT,RTGS ,SWIFT.The proof of such transfer/transaction needs to be submitted with the offer in the envelope titled Earnest Money Deposit.EMD must be submitted in a separate envelope and not to enclose the same with any part of quotation.

   Small scale Units / Ancillary units (if registered for items/item category under procurement) / Public Sector Units or Undertakings / Cooperative Societies are exempted from submission of EMD against production of documentary evidence as specified in the tender document.

   As per Government policy small-scale units registered with NSIC or SSIC (if registered for items/item category under procurement) will be eligible for following facilities:

   1. Issue of tender documents free of cost.
   2. Waiver of security deposit up to the monetary limit for which the unit is registered.
      (To avail the above exemptions requisite certificates will have to be provided)

   Units claiming exemption from submission of EMD are therefore required to submit a notarized copy of the registration certificate indicating clearly the item for which they are registered and the validity of same. The tenderers shall submit EMD in a separate envelope and not to enclose the same with any part of the quotation. No request for adjustment of earlier dues in place of EM shall be entertained.

   Requirement of EMD shall be waived for those vendors who are registered with BSL or any other SAIL plant for the category /subcategory of items for procurement of which the OTE has been issued.For availing this exemption ,the tenderer will submit a self attested copy of the vendor registration certificate of SAIL plant indicating the item for which they are registered & the validity of same.

   Note: Techno Commercial bids of only those tenderers who have submitted valid EMD or proper documents for exemption shall be opened.

5. **Submission of bids** : The tender should be submitted in sealed envelopes as under
a) In case of 2 bid (EMD & Techno-Commercial bid each separately)

Envelope Number	Envelope to Contain	Envelope to be superscribed
1	Earnest Money Deposit or documents in support of claim for exemption as required.	Tender number & date, due date and the words 'Earnest Money Deposit'
2	Techno-Commercial Bid	Tender number & date, due date and the words 'Techno-Commercial Bid'
3	System generated acknowledgement for Online Price Bid submission	Tender number, due date and the words 'Online Price Bid submission acknowledgement'

All the above sealed envelopes should then be placed in a bigger envelope, which is to be sealed and superscribed with the Tender number & date, due date and the words 'Tender Document'.

6. **Validity**: Your offer should remain open for our acceptance at least for 90 days in case of indigenous tenderers from the date of tender opening.

7. **The techno-commercial/commercial offer should confirm/indicate the following :**

Applicable for all tenderers :

Price	To confirm 'Firm price for the duration of the contract'
Delivery Period	Kindly mention the period from which first supply can start and in case of capacity limitation the maximum quantity that can be supplied per quarter.
Payment Term	As per clause 16 of 'Instructions to Tenderers'
Validity	To confirm offer validity atleast for period as specified in clause 7 above.
Packing Weight & Dimensions	To indicate the packing weight (gross & net) and dimensions for each item specified in the tender document unless specific packing instructions are given for the item.

Applicable only in case of Indigenous Tenderers:

Delivery Term	FOR-BS City (for rail) or FOR-BSL Store, BS City (for road)
Packing	Extra / Inclusive (Applicable amount to be mentioned in percentage and/or Rupees)
Forwarding	Extra / Inclusive (Applicable amount to be mentioned in percentage and/or Rupees)
Excise Duty	Extra / Inclusive / Exempted (Applicable rate to be mentioned in percentage and/or Rupees)
Sales Tax, Additional Tax, Entry Tax, VAT	Extra / Inclusive / Exempted (Applicable rate to be mentioned in percentage)
Freight	Extra / Inclusive (Applicable amount to be clearly mentioned in Rupees)
Insurance	Extra / Inclusive (Applicable amount to be clearly mentioned in Rupees)
Excise Registration	To indicate ECC Number
Sales Tax Registration	To indicate Sales Tax Registration number (Central & State)

Price or any indication of price should not be mentioned in the techno-commercial offer.

8. **Security Deposit cum performance guarantee bond :** In the event of placement of order, the successful tenderers shall furnish security deposit to the extent of 5% (Five Percent) of the value of order within 7 (seven) days, either in the form of demand draft favouring SAIL/Bokaro Steel Plant and payable at Bokaro Steel City or in the form of bank guarantee from any **scheduled bank except Cooperative and Gramin** bank in India, which must be kept valid for covering the contractual warranty/guarantee period plus six months for lodging claims, if any.

9. It shall be the responsibility of the persons submitting the tender to ensure that the tenders have been submitted in the formats and as per the terms and conditions prescribed in the SAIL website and no change is made therein before submission of their tender. In the event of any doubt, regarding the terms and conditions/formats, the person concerned may seek clarification from the authorized officer of SAIL. In case tampering / unauthorized alteration is noticed in the tender submitted, from the tender document available on

the SAIL website, the said tender shall be summarily rejected and the company shall have no liability whatsoever on the matter. However, deviation if any proposed by the tenderer may be separately indicated for acceptance or otherwise of SAIL. Such proposed deviation will not be treated as tampering for the purpose of application of this clause.

10. **Special Terms & Conditions of the contract:- (Guidelines for operation of bank guarantees)**

(i) Bank Guarantee/s required to be submitted as per terms of the order/contract must be operable by SAIL-Bokaro Steel Plant at branches of the issuing banks at Bokaro Steel City or Kolkata.EMD in the form of BG upto Rs. one lakh value is not acceptable.

(ii) "Original bank guarantee should be sent by the issuing banks directly to DGM (F&A)C, SAIL—Bokaro Steel Plant, Ispat Bhavan, Bokaro Steel City-827001, Bokaro, Jharkhand under registered Post (A.D.)"

(iii) The supplier shall ensure the same.

However , in exceptional cases where the guarantee is handed over to the supplier/contractor by the issuing bank for any genuine reason/s, the branch should immediately send by registered post (A.D.) an unstamped duplicate copy of the guarantee directly to DGM (F&A)C, SAIL-Bokaro Steel Plant, Bokaro Steel City-827001,Bokaro, Jharkhand with a covering letter requesting to compare with the original receipt from the supplier/contractor and confirm that it is in order.

As and when the issuing branches receive communication from SAIL-Bokaro Steel Plant requiring bank's confirmation for having issued the guarantee, the concerned bank branches must send the confirmation letter to the concerned authorities promptly without fail.

11 . Submission of online sealed price bid on Mjunction Portal :- Tenderers are required to submit their price bid online (LCNC/LCNV per Mtr. F.O.R. BSL Store basis) before due date of tender opening (at least one day in advance) on Mjunction Portal as per user manual detailed below. Firms will subsequently submit their offer giving acknowledgement/confirmation for submission of their price bids accordingly to our tender opening cell on scheduled date of tender opening as per section I. Firms will subsequently also be required to intimate Mjunction on their e-mail Id : monalisa.shaw@mjunction.in & manish.nandwana@mjunction.in

General Rules and Regulations governing conduct of Online Price BID

The process of submission of Online Price bid is as detailed hereunder-

Step 1: Type **http://www.buyjunction.in** in the internet explorer**.**
Step 2: Click on Login (present on Top right side of the Page)
Step 4: Click on **View Live Auctions and Tenders.**
Step 5: In the right side open/ global tenders link will be displayed.
Step 6: Click on the link for the above mentioned tender link present under Open tenders
Step 7: Click on new user if you are not registered in buyjunction earlier. Click on Existing user in-case you have already registered in buyjunction earlier. Existing users can login with their user id and password.

Please note foreign bidders are required to select their bidding currency from the drop down available before proceeding further (where ever applicable).

New Users:
Steps to get your **User Code** and **Password**

1. Click on the required tender link under "**Open Tenders**"

2. Choose your Auction currency in-case any option is coming to select currency. Click on "**New User**"
3. Fill up the "**Registration Form"** and click on "**Submit**". All fields marked with (*) are mandatory fields.
4. On submitting the filled-up registration form, an auto generated email will be sent to the email address you have mentioned in the registration form containing your User Code and Password.
5. Changing of password on first login is compulsory.
6. On receipt of the User Code and Password you become an **Existing User.** Now follow the steps of existing user to login to the auction site.

Existing Users

1. Click on the required tender link under "**Open Tender**"
2. Click on "**Existing User**".
3. Log in with your existing user code and password for placing your bid.
4. Read through the "**Bidding Procedure**" to proceed further for bidding.

Bidding Procedure

After logging in with your user id and password you have to accept the "**Auction Terms"**.

Steps to accept the "Auction terms":

1. Click on "**Auction Terms**".
2. Then click on "**View term without DSC**"
3. Click on the relevant auction terms appearing under "**Term** "column.
4. Select the check box on the left-side of the relevant auction terms.
5. Click on the button besides "**Accept**".
6. Then click on "**Submit**".
7. A message will be displayed to you mentioning your acceptance to terms for auction.
8. It is mandatory to accept the terms of online bidding in order to proceed for submission of bid.

Steps to Submit Price Bid

1. Click on **"Bids."**
2. Then click on **"Live Auction.**"
3. Put your login password as transaction password
4. Select the auction id and click on add to watch list.
5. Now the bidding screen is visible.

*6a. **For Template Bidding***

1. Click on **Icon "T"** on left column of bidding screen (Which will appear separately **for each lot**).
2. A template form will open where you need to fill up the price & click on evaluate at the bottom
3. If you want to quote the evaluated price then click on **"confirm".**
4. After clicking on the confirm button of the template window, your price will appear in the **"New Bid"** box.

*6b. **For Non-Template Bidding***

1. Fill your Price in the "**New Bid Box**" visible on the bidding screen.

7. Select the check box at the extreme left of the bidding screen
8. Click on "**Submit"** button placed at the bottom left of the screen.
9. Bid once placed will have to be honoured.
10. You will see "**Bid Accepted"** in the "**Result**" column. This indicates that your bid is accepted and registered in the system.

Steps to take a print-out of the receipt

1. Once you have placed your bid, to download Bid Receipt, kindly click on "**Download".**
2. Then click on **"Bid Receipt for Open Tender".**
3. Select the auction to generate receipt.
4. Take print out of the same market-wise (Term List)/ item-wise (Auction list).

Note:

1. **Current price**, **Market status**, **Start Bid Price**, **Bid Decrement**, **Effective Price** will not be available.
2. Time remaining for the event to close will be shown under the Bid Summary screen.
3. For any clarification on the bidding process please contact

Mr. Manish Nandwana _ 9163348165_ manish.nandwana@mjunction.in
Ms. Monalisa Shaw _ 9163348297_ monalisa.shaw@mjunction.in
Mr.Randhir Karn _ 08873002772 _ Randhir.karna@mjunction.in

A scanned copy of System generated **acknowledgement-slip** for Online submission of sealed price bid to be submitted along with EMD Bid or Techno-commercial Bid.

Section 2 : Item Detail

Material Specification :

ITEM : HDPE BAGS FOR PACKING OF AMMONIUM SULPHATE

QUANTITY: 1,15,000 Nos.

TECHNICAL SPECIFICATION :

LAMINATED HDPE BAG:
1.0 CAPACITY OF BAG : TO HOLD 50 KG. OF AMMONIUM SULPHATE
1.1 SIZE OF BAG : LENGTH 920 MM, WIDTH 610 MM. TOLERANCE ON LENGTH & WIDTH SHALL BE (+) 3 %, (-) 0%

2.0 THE YARN FOR HDPE FABRIC SHOULD CONFORM TO IS:6192/1984
2.1 CONSTRUCTION TYPE OF BAGS : CIRCULAR WOVEN, WIDTH OF TAPES : 2.5 MM, DENIER OF TAPES : 1000, WEAVE (MESH PER SQ. INCH) : 10 X 10, WEIGHT OF INDIVIDUAL BAG : 130 GMS. (+) 3%, (-) 0%. TOLERANCE IN AVERAGE WEIGHT OF THE SAMPLE DRAWN WOULD HOWEVER BE ONLY (+) 3% AND NO NEGATIVE TOLERANCE WHAT SO EVER IN THE AVERAGE WEIGHT OF THE SAMPLE DRAWN SHALL BE ACCEPTED. WEIGHT OF EACH BALE OF 500 BAGS SHALL BE 65 KGS. MINIMUM.

3.0 MOUTH OF BAG SHOULD BE HEAT/BLADE CUT SO THAT TAPES DO NOT FRAY.

4.0 LAMINATION : THE BAGS SHALL BE INSIDE LAMINATED WITH DIRECT APPLICATION OF LDPE : 25 MICRONS (+) 10% , (-) 0 %

5.0 THE BREAKING STRENGTH OF SAMPLE DRAWN FROM THE LAMINATED BAG SHALL BE AS UNDER :
FABRIC (ON 5 X 20 CM REVELED STRIP METHOD OF CONSTANT RATE OF TRAVERSE MACHINE @ 300 +/- 15 DM) ALONG WIDTH OF BAG : 87 KGF, ALONG LENGTH OF BAG : 69 KGF. TESTING METHOD AS PER IS:1969/1985. SEAM BREAKING LOAD : 32 KGF. TESTING METHOD AS PER IS:9030/1979. PLEASE NOTE THE SPECIFIED STRENGTH VALUES FOR FABRIC AND SEAM SHOULD BE AVERAGE BREAKING LOAD VALUES OF THE SAMPLE UNDER TEST. HOWEVER, INDIVIDUAL VALUES SHALL NOT BE BELOW 3 % OF SPECIFIED VALUES

10.0 STITCHING IN TWO ROWS WITH YARN THROUGH 4 LAYERS OF FABRIC AS PER IS: 9755/2003.

7.0 COLOUR OF BAG – MILKY WHITE

8.0 THE BAGS SHOULD BE PRINTED ON BOTH SIDES ON FLEXOGRAPHIC PRINTING MACHINE IN BLACK COLOUR INK WHICH SHOULD BE BASED ON PLOYAMIDE RESIN. THE PRINTING MATTER WILL BE ON BOTH SIDES – ONE SIDE IN ENGLISH AND OTHER SIDE IN HINDI. PRINTING MATTER SHALL BE AS GIVEN BELOW :

SAIL MONOGRAM
STEEL AUTHORITY OF INDIA LIMITED
BOKARO STEEL PLANT
RAJA (AMMONIUM SULPHATE)
NITROGEN CONTENT : 20.6% MIN.
NET WEIGHT : 50 KGS. , GROSS WEIGHT : 50.130 KGS. (APPROX.)
KEEP IN DRY PLACE AWAY FROM WATER
DO NOT USE HOOK FOR LIFTING.

THE MONOGRAM OF "DO NOT USE HOOKS" SHOULD BE PRINTED AT THE RIGHT HAND BOTTOM SIDE CORNER OF THE BAGS. SUPPLIER SHALL PRINT THEIR MONOGRAM AT THE BOTTOM LEFT HAND CORNER OF EACH BAG FOR IDENTIFICATION. A SAMPLE TO BE SUBMITTED TO THE USER (CO-BPP) FOR APPROVAL OF PRINTING MATTER ONLY.

9.0 PACKING : 100 BAGS TO BE BUNDLED INITIALLY AND 5 BUNDLES TO BE MADE IN A BALE (500 BAGS IN EACH BALE).

10.0 Delivery: To commence within 30 days from order placement.

11.0 Quantity required to be quoted: Tenderers are required to quote for full quantity i.e. 1,15,000 Nos.

ELIGIBILITY CRITERIA FOR OTE MODE OF PURCHASE

11. Eligibility Criteria:

- The intending tenderer must satisfy conditions as stipulated below to qualify for consideration in techno-commercial evaluation.
- The intending tenderer must submit documentary evidence in support of their eligibility along with Techno Commercial bid, failing which their offer is liable to be rejected:

i. Party should be an indigenous manufacturer of HDPE Bags. Party must submit notary attested copy of any of the following documents in support of its claim :
NSIC/DIC Registration, Excise Registration, Sales Tax Registration, Factory License etc.

ii. Party must have manufactured and supplied a minimum of (100% of qty. i.e. 1,15,000 nos.) bags to (one or in combination up to 3 maximum) of the fertilizer manufacturers in India like NFL, FACT, FCI, IFFCO,KRIBHCO, SPIC, NFCL, GFCL, CFL, GSFC, NLC, ZIL etc and SAIL fertilizer units in any one of the last three (3) financial years.
Party should submit order copy and invoice /challan copy as documentary proof. Party is required to give a summary statement of copies of invoice/challan enclosed indicating quantity supplied. The details of the summary should be attached in the following format.

Fin. Year	PO No. & Date	Challan No. & Date	Invoice No & Date	Quantity in Nos.	Supplied To M/s.

- The tenderers are required to submit self-attested photocopies of documents in support of their eligibility and experience along with the techno-commercial bid. In addition bidder shall submit

an affidavit in enclosed format (Annexure-A) declaring that the documents submitted by them are genuine.

- BSL reserves the right to call for original documents for verification at any time during tendering, evaluation and/or the execution of the contract. In case of any documents/informations submitted by the bidder(s) found to be false or containing any misrepresentation of having any fraudulent declaration in it, then in such eventuality, legal action (including cancellation of contract, banning business dealing, damages criminal proceedings etc) as deemed fit may be initiated by BSL against the bidder.
- Delivery: Delivery of material must be within 60 days.Firm's offer with more tah 60 days delivery may be ignored.

12. IMPORTANT NOTE :

[A] INSPECTION PLAN:

Pre-dispatch inspection waived. Material shall be accepted on receipt at stores on the basis of following:

i. Supporting document for procurement of vergin raw materials from reputed and proven source like M/s. RIL and M/s. IPCL.
ii. Firm's special guarantee for fabric denier 1000 and mesh 10 x 10.
iii. Certificate from supplier that HDPE fabric to be laminated on inside with LDPE film, confirms to IS:2508, of 25 micron (+) 10%.
iv. Certificate to be provided by the firm for fabric weight and tolerance as per IS:9755 indicating relevant para of IS as use for HDPE sacks.
v. Weight of individual bag, weight of each bundle / bale along with tolerance as per item specification
vi. Guarantee Certificate.
vii. Test certificate from NABL approved lab.

BSL reserves the right to draw sample at random on receipt of material for confirmation of specification at any NABL approved lab.

ANNEXURE 'A'

AFFIDAVIT

I_____ son /daughter of Sri_____
Aged_____ years , resident of _____PS _____
District_____ State_____ do hereby solemnly affirm that :

i. I am _____ (designation /authority) in M/s. _____ (name of the firm/ company).
ii. I confirm that all documents submitted against Enquiry No. _____ dtd. _____ in support of eligibility criteria are genuine .
iii. I undertake to produce all documents in original for verification as and when asked for the same by BSL.

Solemnly affirmed and declared and before me by the Deponent(s) who is/are identified by _____ _____	The declarations made herein above are true to the best of our knowledge , information and belief. Signed at _____ on _____ (Deponent(s)

Section – 3

Annexure I

Request for Quotation (RFQ)

Contents

1. Brief description of the tender processing for On-line Reverse Auction
2. Service Provider
3. Participation in On-line Reverse Auction for price bidding
4. Price bid evaluation process
5. General Rules and Regulations governing conduct of On-line Reverse Auctions on the MJUNCTION platform and Terms and Conditions of the Buyer (SAIL)
6. Definition of Key Terms – Reverse Auction
7. Mjunction retains the right to extend or cancel or reschedule the reverse auction any of the following reasons
8. Contact details during Auction
9. Standard Instructions and Steps to perform for bidding in online sourcing platform of buyjunction .

Forms

FORM -1 Format for Acceptance of Commercial Terms, General Terms and Conditions and all other Terms of the RFQ

FORM -2 Format for submitting last quoted prices

1. Brief description of the tender processing for On-line Reverse Auction is given below:

a. Tenderers submit their techno commercial bid along with all the required documents as per the terms of enquiry, which are opened on the due date of opening of quotation.
b. All the tenderers whose offers are found techno-commercially acceptable become eligible for participating in price bidding through On-line Reverse Auction over Internet.
c. Non-placement of bid by an eligible bidder during the Reverse Auction event may adversely affect consideration of the bidder for the subsequent RFQ's.
d. The Mjunction would intimate Date & Time for Start of Reverse Auction & duration of auction to the tenderers in advance. Login ID & Password specific to each tenderer is given and demonstration of bidding (On-line) process is given to enable each tenderer fully understand the process of bidding On-line.
e. Thereafter, at scheduled time the screen for On-line bidding is launched wherein the supplier would put in their best offers through On-line bids by which the Start Bid Price can be reduced by the tenderers to secure orders for the supply of items/services. Decrement is also indicated along with the start bid price, which is the minimum amount or it's multiple by which the rate (start bid price) can be reduced by the tenderers.
f. All eligible tenderers having password can view the bidding on the computer screen and also enter their prices any number of times during the duration of bidding.
g. If it has been decided at tendering stage to distribute the tendered quantity to more than one supplier then after conclusion of reverse auction a screen for online matching of lowest price by all tenderer other than the L1 bidder, would be launched. Bidders other than L1 can confirm matching on L1 price on the screen.
h. The quantity would be distributed among the bidders based on the ranking of bidders at the conclusion of reverse auction and order would be placed on predetermined no. of parties from among the bidders who have bid and matched L1 price.

2. Service Provider and the Issuance of RFQ

2.1 Steel Authority of India Limited has engaged the services of its Joint Venture Company M/s mjunction services limited (MJ) for conducting the Reverse Auctions. MJ is fully authorized to give clarifications / coordinate with the suppliers on behalf of Steel Authority of India Limited with respect to the conduct of Reverse Auction for the items/services mentioned in this Enquire
The contact details of the Mjunction are as follows:

Contact Details	
mjunction services limited **Purchase Dept. ,3rd Floor , Admn Bldg,IspatBhawan** **Bokaro Steel Plant, Bokaro-827001,** **☎ :09234302180** **Fax : 06542 – 220050** **Mr. K.Manivasagan** **(k.manivasagan@mjunction.co.in)** **Mob: +918873002785**	**mjunction services limited** **Godrej Waterside** **Tower 1,Block DP,Plot -5** **3rd floor ,Sector-5** **Salt Lake , Kolkata** **Mr. Manish Nandwana** **(manish.nandwana@mjunction.in)** **Mob : +919163348165**

2.2 Suppliers who are acceptable to Steel Authority of India Limited and who accept all the Terms and Conditions shall be intimated by M/s mjunction services limited to participate in the Reverse Auction.

2.3 The RFQ document shall be sent by SAIL (Bokaro Steel Plant) to the selected tenderers. Simultaneously a copy of the same shall be given to mjunction to contact the tenderer(s). mjunction will explain the Reverse Auction process to all the prospective bidders and clarify issues, if any. It will be the responsibility of the tenderers to get themselves acquainted to their satisfaction with the On-line bidding process by thoroughly interacting with the mjunction. Only SAIL, BSL will be empowered to approve any deviations from the RFQ document asked for by the Supplier.

2.4 Vendor Enablement - Mjunction shall have the responsibility of familiarizing the bidders with the Reverse Auction Process. (Including training to the vendors).

3. Participation in On-line Reverse Auction for price bidding:

3.1 Tenderers will be required to participate in On-line Reverse Auction over Internet for price bidding.

3.2 The key features for participation in a Reverse Auction are given below:

a. The Reverse Auction will be conducted on mjunction's platform. Mjunction shall intimate schedule of the Reverse Auction to all the techno-commercially acceptable tenderers.

b. The start bid price, minimum decrement and bid time shall be intimated to all techno-commercially acceptable tenderers.

c. There would be an auto extension of bid time in case bids are placed during last three minutes of the indicated bid closure time. The auto extension rule will extend the bid time by a period of three minutes till bids continue to get placed or the buyer decides to terminate the Reverse Auction.

d. All bidders should nominate a person who would be the authorized 'BIDDER' (i.e., the person who is authorized to bid in Reverse Auction on the firm's behalf - **Form 1 to be filled for authorization & sent with the Techno Commercial Bid)**. The "USER-ID" and "PASSWORD" will be given to this person only. The Mjunction will intimate a secure and confidential Login ID and Password specific to each tenderer, for participating in the Reverse Auction. The user ID and Password shall be intimated to the bidder before the reverse auction.

e. During the Reverse Auction, bidders have to quote for all items and for the entire quantity of all the item(/s) in a Lot, else their bid will not be accepted for that Lot. Bidders shall not be allowed to quote for part quantity of a lot. However, SAIL reserves the right to distribute the quantity of a lot among multiple suppliers.

f. During the Reverse Auction, suppliers shall be allowed to revise their price and bring it downward only. **Bidders are not allowed to quote above the Start Bid Price.**

3.3 All Bidders have to confirm through a letter/ fax 033-66011725 to the mjunction, their last quoted prices **(Form 2 - to be filled after the reverse auction & sent & not with the techno commercial bid)** for each lot within 30 mins of concluding the Reverse Auction. They also need to mention in the same letter, if they have matched L1 prices on-line for any of the Lots, if offered to match.

3.4 All Bidders are advised to quote from a reliable Internet facility, as neither SAIL nor MJ would be responsible for any failure in the Internet connectivity during the bidding.

3.5 It is to categorically state on behalf of M/s SAIL, and M/s Metal junction that the Bidders need not pay any fee towards training for actual bidding or any other service with regard to this tender etc., in the Reverse Auction and the Bidders need not subscribe to any of the services in lieu of participation in the Reverse Auction.

3.6 Written Acceptance in-toto to all the Terms & Conditions mentioned in this document is a pre-requisite for securing participation in the On-line Reverse Auction conducted by Mjunction on behalf of Steel Authority of India Limited for the products required as per this RFQ.

4. The price bid evaluation process shall comprise of two key elements – L1 definition and order splitting. The emergence of L1 vendors in the Reverse Auction:

4.1 A single value, landed cost net of VAT (LCNC or LCNV) shall be quoted for each lot/market.

4.2 Bidding will be done in LCNC (Landed Cost Net of Cenvat) OR LCNV (Landed Cost Net of VAT) for Jharkhand based bidders. The material is to be delivered at the BSL Plant Store.

a) **LCNC** rate to include Base Price (Ex Works + packing and forwarding) + Excise Duty @ 12% (as applicable) + (Education Cess @ 3% on ED) + ST (As Applicable) + freight + insurance+ entry tax as applicable – Cenvatable ED

b) **LCNV** rate to include Base Price (Ex Works + packing and forwarding) + Excise Duty @ 12% (as applicable) + (Education Cess @ 3% on ED) + JVT (As Applicable) + freight + insurance – Cenvatable ED - Input Tax credit (ITC) on account of VAT.

Present Input Tax Credit is as under

VAT AMOUNT	ITC Available
14%	100% on 10% VAT 65.24% on 4% VAT
5%	100 on 1% and 65.24 % on 4% VAT

4.3 Item wise price break-ups will be required to be furnished by the L1 tenderer (in such a manner that the quoted item wise price does not exceed the estimated prices as also the lot price LCNC or LCNV. The bidders shall submit their detailed price break-up for all taxes and duties, within one working days of the closure of the auction, to mjunction (033 – 66011725 and 06542-226132, Kind Attention : Mr.Manish Nandwana with a copy to ----------, (Purchase), Ispat Bhavan, Bokaro Steel Plant, Bokaro – 827001. (Fax no. 06542 – 240185, 240227).

5. The General Rules and Regulations provided herein that govern the conduct of On-line Reverse Auctions operated by mjunction services limited.

INTRODUCTION

The General Rules and Regulations provided herein that govern the conduct of On-line Reverse Auctions operated by mjunction services limited. These rules cover the roles and responsibilities of the parties in the On-line Reverse Auctions on the Mjunction platform. **Acceptance in-toto to these General Rules and Regulations is a pre-requisite for securing participation in the On-line Reverse Auctions on the Mjunction platform**.

Role of mjunction

Mjunction is the service provider providing the forum for conducting the reverse auction, the role of Mjunction as the agency providing the auction engine would include:

- Input of the details of the auction items and defining of the bidding rules as desired by the client.
- Providing access to the approved bidders to participate in the auction
- Enhancing bidder awareness of and comfort with the auction mechanism and bidding rules.
- Summarizing of the auction proceedings and communication of the outcome to the client.

The responsibility for fulfillment of the contract rests between the bidders and the client and **mjunction** shall have no liability on this account.

Role of the Bidder

The role of the bidder is outlined below:

The bidder would participate in the Reverse Auction with the aim of bidding to secure the auctioned item in the auction (being selected for supplying the client's requirement in a Reverse Auction).The bidder would be provided access to the Auction through a User Id protected by a password. The bidder needs to ensure that the User Id and password is not revealed to unauthorized persons. Access to the auction mechanism shall be provided to all the approved bidder subsequent to obtaining their written consent to the General Rules & Regulations. In the event of winning an allotment in the auction mechanism, the bidder shall commit to fulfill outlined obligations under the contract.

Bidding Rules:

The Bidding Rules refer to the information and terms defined specifically for a particular Reverse Auction. The purpose of the Bidding rules is to provide approved bidder with the information and terms specific to the auction in which they are bidding. This would include:

Start Time and duration of the Reverse Auction.

Any extension of the duration of the auction in the event of bids being received towards the end of the pre-specified duration.

Reserve Price (if specified)

Minimum & Maximum Bidding Quantity (if specified)

Price Decrements and any reduction in the price decrements in the auction in the event of inactivity Other attributes (informational/non-negotiable in nature)Participation in the auction process presumes complete awareness and understanding of the bidding rules.

Conduct of the Reverse Auction

The Reverse Auction shall be conducted on pre-specified date.

Mjunction retains the right to cancel or reschedule the Reverse Auction on any of the followings reasons:

Some of the confirmed bidders are unable to access the module due to infrastructural problems such as sustained power failure or telecommunication breakdown.

Bids are received but above the Start Bid Price

The duration of the Reverse auction may also vary from the pre-specified period of time on account of termination of the auction by **mjunction**:

- On the advice of the client, or,
- On its own accord in case of situations where it is felt that continuance of the auction proceedings is prejudicial to the smooth conduct and / or integrity of the auction process.

Liability of mjunction:

mjunction shall not be liable to the client / bidders in the auction or any other person(s) for:

- any breach of contract by and party in the fulfillment of the underlying contract.
- Any delays in initiating the online auction or postponement / cancellation of the online auction proceedings due to any problem with the hardware / software / infra structural facilities or any other short comings.

Confidentiality Clause

mjunction undertakes to handle any sensitive information provided by the client or confirmed bidders for the reverse auctions conducted on the **mjunction** platform with utmost trust and confidentiality.

Jurisdiction

Any disputes relating to the online reverse auction module shall be subject to the sole jurisdiction of Kolkata courts only to the exclusion of any other court.

Right of the client

SAIL reserves the right to fully / partly accept the bids or completely reject the same.

6. Definition of Key Terms – Reverse Auction

Reverse Auction

Reverse Auction is used to procure items/services, where the requirement for one/more Markets of an item is stated and the participants are required to bid down the price to be selected to supply the requirement.

On-line Reverse Auctions

On-line Reverse Auctions refer to those Reverse Auctions conducted through the Internet with simultaneous bidding by the bidders (from one or more locations). In other words, the venue for the auction is on an Internet website/ platform. The Mjunction website (https://auction.buyjunction.in) or any other URL assigned by Mjunction would constitute the venue for the purpose of the on-line auction.

Award at the Reverse Auction

The bidder quoting the lowest price is normally allotted the item/service.

Client

Client is SAIL who has contracted mjunction to conduct such Reverse Auction. In case of Reverse Auction, the purpose would be to meet their requirement for item/s from among the sellers desiring to sell the items to the Client.

Bidder

Bidder is the individual/business entity participating in the Reverse Auction, intending to supply the item/s to the Client. To be become a Bidder in the auction, a business entity has to secure client approval for participation and also provide written assent to the General Rules and Regulations

Auction Engine

Auction Engine refers to the software that encapsulates the entire auction process, processing logic and information flows. mjunction is the sole owner of the auction engine and retains exclusive right over the utilization of the same.

Start Time

Start time refers to the time of commencement of the conduct of the On-line auction. It signals the commencement of the Price Discovery process through competitive bidding.

Duration of the Reverse Auction

It refers to the length of time the price discovery process is allowed to continue by accepting bids from competing bidders. The duration of the auction would normally be for a pre-specified period of time. However, the bidding rules may state the conditions when the pre-specified duration may be extended/ curtailed. The conditions include:

- Automatic extension in the event of bids being entered towards the end of the scheduled duration to facilitate the other bidders to view and react to the bid.

Auto Extension of the Auction Timings

In the event of bids in the last few minutes of the scheduled bid time, the Bid Timings are automatically extended for a specified period from each such bid. Such Auto Extension shall continue until no bids are placed for the specified period (Engine remains inactive for the specified period). The Inactivity Time for Auto Extension purpose is normally specified in the auction notice. Mjunction however retains the right to change the same. The Inactivity Time applicable for the particular On-line Bid shall be communicated to the bidder through auction notice.

End of the Reverse Auction

End of the Auction refers to the termination of the bidding event signaling an end to the price discovery process.

Auction Report

mjunction would provide an Auction Report to the Client containing a summary of the bidding event and outcome. The Auction Report would constitute the official communication from mjunction to the client about the outcome of the Reverse Auction.

ID and Password –

Password and ID shall be given to all the eligible by the mjunction for enabling the bidder to participate in the Reverse Auction.

Start –Bid Price –

Start Bid Price is the Maximum Price, which will be accepted by the Reverse Auction engine. Supplier have to quote a price lesser than the Start Bid Price for participating in the Reverse Auction. The computer shall not accept Price higher than Start Bid Price for a lot. Bidding will start at start Bid Price to be intimated in advance to the vendors eligible for bidding. This will be put up on the site and will also be communicated in advance through Fax/ email.

Minimum Decrement-

Minimum decrement is the minimum amount a supplier has to reduce in order to beat a higher bid. For example if a bidder bids Rs 10,00,000/ - for a Market, others, in order to beat this bid, have to quote a lower price with a minimum decrement say of Rs 2,500/- i.e. in order to be eligible they have to quote Rs. 9,97,500/- (or lower) for the same Market. This minimum decrement shall be pre-decided by Steel Authority of India Limited and will be in- built in the auction engine.

7. Mjunction retains the right to extend or cancel or reschedule the reverse auction on any of the following reasons:

Sl No	Circumstance	Action
01	Auto Extension of Bidding Time	ONLY in the event of any bid being placed in the last few minutes as specified in the auction notice of the scheduled bidding time, the bidding time shall automatically extend by specified time as stated in auction notice from each such bid. This Auto Extension mechanism remains activated until a continuous inactivity period (i.e. no bids being placed by any bidder) of specified time as stated in auction notice is reached at which point the market shall close
02	Cancellation of event / bid	1. The number of confirmed bidders is deemed insufficient to conduct the reverse auction. 2. On Advice of the Buyer 3. MJ on its own accord - in case of situations where it is felt that continuance of the auction proceedings is prejudicial to the smooth conduct and/or the integrity of the auction process.

		4. Cancellation/ premature termination of the reverse auction with/ without a subsequent rerun of the auction on a mutually decided date between Client and MJ. 6. Locking a bidder's account (suspension of operations in the account)
03	MJ server not able to connect to the Internet cloud	To the extent possible, all auctions will be extended until the problem is resolved/ internet connectivity of MJ machine improves. Ability to extend depends upon time available, as also ability of MJ staff to connect to the MJ machine.
04	Power failure/ Planned power shutdown in his area reported by an interested supplier	MJ will bid on behalf of bidder after obtaining suitable authentication. (The party will inform his minimum price and will also inform his user id and password). & Mjunction would not be responsible any delay in receipt of intimate to auction room for authentication purpose. .

8. CONTACT DETAILS DURING AUCTION:

4409-1721/1722/1723/1724/1727/1728/17291730/1824/1825
6601 -1721/1722/1723/1724/1727/1728/1729/1730/1824/1825
(Country Code: +91, Area Code: 033)

Contact details on queries related to the bidding process:

Ms. Riti Mukherjee	Landphone: 66031736, Handphone: 8584008199 Email: riti.mukherjee@mjunction.in
Ms. Soumi Srimani	Landphone: 66031781, Handphone: 9163348299 Email: soumi.srimani@mjunction.in
Ms Chanakya Gupta	Landphone: 66031783, Handphone: 9163348022 Email: chanakya.gupta@mjunction.in
Ms. Sharmistha Mukherjee	Landphone: 66031735, Handphone: 8584008115 Email: sharmistha.mukherjee@mjunction.in
Ms. Debarati Bose	Landphone: 66031782, Handphone: +91 8584008201 Email: debarati.bose@mjunction.in
Ms. Chandrani Majumdar	Landphone: 44091785, Handphone: 8584008230 Email: chandrani.majumdar@mjunction.in
Mr. Krishna Narayan Mallik	Landphone: 44091885 Handphone: 8584008260 Email: krishna.mallik@mjunction.in

Fax Number:	+91 33 66011725 (Country Code: 91 | Area Code: 033

9. Standard Instructions and Steps to perform for bidding in online sourcing platform of buyjunction

9.1: Standard Instructions

• During the Auction please contact the Auction Room nos. (as stated above)ONLY for any assistance/clarification regarding online bid submission. All calls to the auction room are recorded. Calls made to any other contact numbers or mobiles (hand phones) will not be entertained during the auction

period.
• Be active during bidding. Keep your contact nos. free from any other calls so that our representatives can reach you easily whenever required.
• Ensure stable connectivity. Manual Extensions (forceful extensions) will not be provided at the request of a bidder. M/s mjunction services limited (buyjunction) or the Client (company on whose behalf the online negotiation is being conducted) will not be responsible for any dis-connectivity or infrastructural failure at your end.
• Keep your email inbox open to receive any files, if sent, during the event.
• Mjunction recommends to bid at least 3 minutes prior to auction closing time to avoid any last minute bid placement. Bidders placing their bids at the last minute will be doing so at their own risk.
• All organization should note that the executive of the participating organization placing bids online shall be treated as an authorized representative of the organization for placement of bid on behalf of their organization .
• You need to change your password to keep it secure. mjunction or client will not be responsible for any misuse of your Login ID and password.
• Multi log in using the same User ID & Password is not permitted. Please note that you can login with your user id and password from one connection only. Simultaneously logging in using the same user id and password is not possible. In case simultaneous login happens then second logger will receive a message that some body is already logged in & in case you are still interested to login the first person will be logged out.
• In the event when the stage-2 (online reverse auction / dynamic bidding) is initiated considering the L1 of the previous stage (Stage – 1: Online Sealed Bid event) as the start bid price and the L1 price is accepted by a bidder other that the bidder who placed the l1 bid in the stage-1 and further if there is no more bids, the system shall declare the bidder who has placed / accepted the start bid price in the stage – 2 as the L1 bidder of the event. For e.g – Bidder A is the L1 bidder in stage – 1 and in stage – 2 the L1 bid is considered as the start bid price. Now in stage – 2, bidder – B accepts the start bid price and there in no further bids in this stage. In such case Bidder – B will be considered as L1 as Bidder – B has accepted the price in stage – 2. However, in case there is not a single bid in stage – 2 where the start bid price considered is the L1 of stage – 1, client shall reserve the right to place the order to L1 bidder of the stage 1 (online sealed bid).

9.1 STEPS TO PERFORM FOR BIDDING IN ONLINE SOURCING PLATFORM OF buyjunction

1. Connect to the Internet.
2. Launch Internet Explorer browser.
3. In the address bar, type the path https://auction.buyjunction.in & login with the ID/password.

For the actual event use login ID provided by Mjunction.

AFTER LOGIN INTO THE SITE WITH YOUR USER ID, CHANGE PASSWORD TO CONTINUE.

- UPDATE PROFILE

To update profiles of User & Organization , click on right side of screen. Please keep the same updated always.

- DOWNLOADING DOCUMENTS

On the left pane of the screen click on “DOWNLOAD”. Click on respective hyperlink to get the relevant document.

- IMPORTANT MESSAGES, if any, during the event will be flashed on top of the screen.

A. TO PARTICIPATE IN ONLINE REVERSE AUCTION

4. Click on BID (S) to proceed for auctions.
5. Click on LIVE AUCTION to participate in bidding.

The screen has two parts horizontally divided – Bid Summary Screen & Bidding Screen.

6. Bid Summary Screen: Bid Summary Screen (Right Side Screen) will provide the latest update of all the running markets. It refreshes automatically to provide you the latest market status, current market price. This is viewable only for those items where you have placed a valid bid which is equal to or less than the Start Bid Price.

7. Bidding Screen: Choose the item / items you want to give your price by entering the price amount in the respective box under "NEW BID" and then clicking the respective check boxes in the extreme left column. Next click on the "SUBMIT" button placed at the left bottom of the screen.

   The bid to placed can be of two types – Normal Bid & Proxy Bid.

   Normal Bid is a direct bid being placed manually.

   Proxy Bid : This is the most preferred way to bid. The lowest value that you can offer to supply is fed in the system for the system to bid on your behalf. This value is not known by any other bidder and rests at the backend of the system. This is a feature provided to you to keep you:
   - **a.** the leading bidder till the lowest bid value fed in the system till some other bidder places a bid lower than yours.
   - **b.** safeguards you from any dis-connectivity /infrastructural failure (power, computer, link, slow speed etc) or other problems.
   - **c.** Where more than one Market/Lot is running simultaneously
   - **d.** Pre-occupied and not in a position to put normal bids

   How to activate : Simple. Place your lowest bid value under "NEW BID" and click on the check box under "PROXY" (A tick mark will appear). Then select & submit the bid. Once the proxy is activated the bids are placed automatically as per the minimum decrements upto the limit to which you have activated the proxy. The lowest value of your proxy bid amount is not visible by any other bidder.
   If two bidders activate two different proxy amounts, the market will come to a bid value which is lower of the two.
   Example : Suppose, the current bid in the market is Rs.1500 and the min. decrement is Rs.10 and you have activated proxy till Rs.1450. Now say another bidder places a bid of Rs.1480, the system automatically bids Rs.1470 on your behalf at the same time and keeps you as a leading bidder.
   Please Note that Proxy bid facility is not available for all auction type.
   "DO REMEMBER THAT TILL A HAMMER APPEARS ON YOUR SCREEN YOU ARE NOT A LEADING BIDDER." For rank Based reverse auction "L1" status would be displayed on your Bid Summary screen in case you are Leading Bidder.

8. A message will appear under "Result". If the bid is a valid or accepted bid, you will now be able to see the market status on the top screen.
9. If your bid is the **Leading bid,** then the picture of a hammer(or **L1** Rank) will appear on the top screen. If not, repeat the step 7 to improve your bid to be in the winning position. **Bids need to placed in multiples of Bid decrement only.**
10. It is possible that more than one supplier's same lowest price is accepted in the system. This becomes a TIE BID. The position/Rank will be decided on the basis of time. This happens when a proxy bid of one supplier reaches the threshold limit and a normal bid of the same value from another supplier is placed. Only one

bidder will see the hammer in the screen. Hence the other bidder needs to improve the price to see the hammer in the screen and be in a winning position.

11. The On-line Event of the particular item stops at the close time mentioned as per the schedule if there is no bid in the auto extension minutes of the close time. If there is a bid in the auto-extension time, the close time will automatically be extended by auto-extension time and so on till no further bids are received in the system. This is due to a "Auto Extension mechanism" working in the system. However if mjunction or the client feels that the price obtained is not appropriate or for any other reason under mjunctions / clients discretion, the close time may be manually extended. However for SAIL events, time may be extended when there is no bids, single bid or technical failure of our server situation.
12. New Lots/Markets launched will appear on the top screen. For submitting your bid in new lots, Please add these market through "add to Watch list" process.
13. To **"Logout"** click the "Sign Out" button at top of the screen.

B. TO PARTICIPATE IN ONLINE SEALED BID

Steps 1 to 5 is same as mentioned above. Directly go to step 7 and place your BEST BID ONCE ONLY. No market status will be available.

C. TO PARTICIPATE IN ONLINE PRICE MATCH

Steps 1 to 5 is same as mentioned above. Directly go to step 7. The displayed Bid Price cannot be changed. Only select the check box and SUBMIT the bid to acknowledge matching the displayed price. No market status will be available.

VIEWING CLOSED AUCTION DETAILS

Click on **BIDS** on the left pane of screen & click on **VIEW**, **CLOSED AUCTIONS** & then **CODE** to check closed auction details. For each of the Codes the details will appear. The details will be available for maximum of 24 hrs **"In case you have any complaint/suggestion regarding mjunction's e-reverse auction, kindly log into https://auction.buyjunction.in and use the feedback link given on the top left hand side of the page .Complaints/Suggestions regarding mjunction's e-reverse auction received through any other mode will not be treated as formal"**

FORM - 1
(To be submitted on Supplier's Letter Head)

Format for Acceptance of General Terms & Conditions, Commercial Terms and all other Terms of the Reverse Auction

We _____
(Supplier Name)
having registered office at _____
(Address)
agree to all the Commercial, General & other Terms & Conditions listed in the

Enquiry No._____

dated_____

for procurement of _____ (item) through Reverse Auction.

We confirm that we are in a position to supply material as per the specification given in RFQ. We have also understood the Reverse Auction Process and the Reverse Auction rules and special instructions given in the RFQ. We agree to participate in the Reverse Auction and abide by the rules.

We nominate an executive, whose details are given below, to put the bids on our behalf.
The details of the person authorized to bid on our behalf is as follows.

Name & Designation :

E-mail ID :

Contact phone nos. :

Address :

(Signature & Seal)
Place :
Date :

FORM - 2

Format for submitting last quoted prices
(To be submitted on Company Letter Head of the Bidder)
(To be sent within 30 mins of conclusion of the Reverse Auction)

To,
mjunction services limited
1,Shakespeare Sarani,
A.C.Market,9th Floor,
Kolkata – 700071
Fax : 033 – 66011720,66133222

Ref: Reverse Auction for ……for Bokaro Steel Plant held on ……..

Reference above, we hereby confirm our Market wise last quoted prices in the Reverse Auction held on …….. for ……for Bokaro Steel Plant.

Market No.	Last Quoted Price

We also confirm that we will submit item wise price break-up, within two working days from the date of Reverse Auction.

Signature :

Name :

Designation :

Date :

FORM - 1
(To be submitted on Supplier's Letter Head)

Format for Acceptance of General Terms & Conditions, Commercial Terms and all other Terms of the Reverse Auction

We _____
(Supplier Name)
having registered office at _____
(Address)
agree to all the Commercial, General & other Terms & Conditions listed in the

Enquiry No._____

dated_____

for procurement of _____ (item) through Reverse Auction.

We confirm that we are in a position to supply material as per the specification given in RFQ. We have also understood the Reverse Auction Process and the Reverse Auction rules and special instructions given in the RFQ. We agree to participate in the Reverse Auction and abide by the rules.

We nominate an executive, whose details are given below, to put the bids on our behalf.
The details of the person authorized to bid on our behalf is as follows.

Name & Designation :

E-mail ID :

Contact phone nos. :

Address :

(Signature & Seal)
Place :
Date :

FORM - 2

Format for submitting last quoted prices
(To be submitted on Company Letter Head of the Bidder)
(To be sent within 30 mins of conclusion of the Reverse Auction)

To,
mjunction services limited
1st Floor, Tata Centre
43, Jawaharlal Nehru Road
Kolkata – 700 071

Fax: 033 – 2288 3279

Ref: Reverse Auction for ……for Bokaro Steel Plant held on ……..

Reference above, we hereby confirm our Market wise last quoted prices in the Reverse Auction held on …….. for ……for Bokaro Steel Plant.

Market No.	Last Quoted Price

We also confirm that we will submit item wise price break-up, within two working days from the date of Reverse Auction.

Signature :

Name :

Designation :

Date :

Annexure 1
FORMAT FOR TAXES AND DUTIES

Please use this sheet to specify the Excise duty, Sales Taxes & other duties.

1.	Excise Duty (ED): Applicable/ Not applicable		
2.	Present ED rate, if applicable		
3.	Tariff number		
4.	Excise Registration Number		
5.	Taxes applicable		
	Sales Tax (%)	In figures	
		In Words	
	Other taxes & duties, if applicable, (%)		
	Description	In figures	In words
6.	Please indicate the following applicable for your company		

Sales Tax registration number / TIN	
Central Sales Tax registration number	
VAT registration number	
Other taxes registration number	
PAN number	
Bank Account number	
Bank name/Branch name	
Bank City	

(Signature & Seal)
Name :

Designation :
Place:
Date:

Annexure - 2
FORMAT FOR BASIC INFORMATION ABOUT THE TENDERER

Enquiry Number: _____ Date: _____

Instructions to fill up the Basic Information:

(i) Please use this worksheet to specify basic financial/ IR/ Contact information; an authorized person should sign the document at relevant section.

(ii) Past Industrial Relations track record, please mention if there was closure/ cessation of work at any of your plant(s) in the last 5 years.

(iii) Use this form as Proforma/ Format. Use additional sheets to provide relevant information.

(iv) Provide all the certified relevant documents w.r.t claims made in this Form.

1	Company's Name						
2	Ownership Details						
3	Manufacturer/ Distributor/ Dealer						
4	Mention, if PSU/ Joint venture with PSU/ SSI Unit						
5	Incase of PSU - Central PSU or state Govt. PSU						
6	Incase of a Joint Venture, details of % wise equity holding						
7	SSI Unit details, if applicable						
8	ISO Status						
9	Whether product is ISI Marked or as per ISI						
10	Contact Person & Designation						
11	Phone No.						
12	Fax No.						
13	E-mail						
14	Financial details of Turnover & profit for the last 3 years						
15	**Major Manufacturing Capabilities**						
	Sr. No.	Name &Address	Installed Capacities	Capacity Utilized	Present level Order booking		
					FY 1	FY 2	FY 3
16	The year of inception of the company/ business						
17	Stocking points w.r.t to location of Bokaro Steel Plant						

I hereby certify that all information provided above is correct to the best of my knowledge.

(Signature, name & seal of the authorized person)

Annexure 3 (EMD in BG form upto Rs.1 lakh amount not to be submitted)

Format to Submit Bank Guarantee toward Earnest Money Deposit (EMD)

(To Be Established through any scheduled bank except Cooperative and Gramin Bank)

To,
Steel Authority of India Limited
Bokaro Steel Plant
Ispat Bhavan, Bokaro Steel City - 827001
Jharkhand (India)

Bank Guarantee No: _____ Date : ___/___/_____

Letter Of Guarantee

Whereas Steel Authority Of India Limited, Bokaro Steel Plant (hereinafter referred to as BSL) have invited Open Tender vide Tender No BSLPUR/_____ (hereinafter referred to as the said Invitation to Tender) for purchase of __<*mention item*> __.

And whereas the said invitation to tender requires that any eligible tenderer wishing to make an offer in response thereto shall establish an irrevocable Earnest Money Deposit (Bid Bond) in favour of SAIL/Bokaro Steel Plant in the form of Bank Guarantee for an amount of Rs _____ (Rs _____) valid up ___/___/_____ as a guarantee that the tenderer :

(a) Shall keep his offer firm and valid for acceptance by SAIL/Bokaro Steel Plant upto ___/___/_____.
(b) And whereas, M/s __<*name of tenderer*>__ (hereinafter referred to as the said Tenderer) wish to make an offer in response to the said invitation to tender for supply of __<*mention item*>__.

Now this bank hereby guarantees that in the event of the said Tenderer failing to abide by any of the conditions referred to in any of the preceding paragraphs, this bank shall pay to SAIL/Bokaro Steel Plant on demand, without BSL having to substantiate its demand, and without protest or demur Rs._____ (Rs._____). This bank further agrees that the decision of SAIL/Bokaro Steel Plant as to whether the said tenderer has committed a breach of any of the conditions referred to in the preceding paragraphs, shall be final and binding.

This bank further undertakes that this guarantee shall remain irrevocably valid and in force initially up to ___/___/_____ and the same shall be extended further according to the provisions contained therein above.

Signature : _____
Name : _____
Designation : _____

For and on behalf of
(Name of the Bank)

Name and address of Bank :
_____
_____
_____

Duly constituted attorney
and authorised signatory

Annexure- 4

PROFORMA OF BANK GUARANTEE FOR SECURITY DEPOSIT BOND

(To be executed on non judicial stamp paper of Rs.100/- to be purchased in the name of the issuing bank)

TO
STEEL AUTHORITY OF INDIA LIMITED
BOKARO STEEL PLANT
ISPAT BHAWAN
BOKARO STEEL CITY-827001(INDIA)

Bank guarantee No: Date:

LETTER OF GUARANTEE

WHEREAS M/S----------
(Hereinafter referred to as the SELLER) and M / S STEEL AUTHORITY OF INDIA LIMITED (Hereinafter referred as the PURCHASER) has entered into a contract vide purchase order no:.....
Dated:.....(Hereinafter called the said contract) for supply of ……. to the PURCHASER.

2. WE (Name of the bank.....) at the request of the SELLER, do hereby undertake and indemnify and keep indemnified the PURCHASER to the extent of Rs .....(.5% of the purchase order value i.e Rs. ……. Only)) against non supply /any loss or damage may be caused to or suffered by the PURCHASER , by reason or any breach by the SELLER of any of the terms and conditions of the said CONTRACT and / or in the performance of the said purchase order by the SELLER. We agree that the decision of the PURCHASER , as to whether any breach of any of the terms and conditions of the said CONTRACT or in the performance thereof has been committed by the SELLER and the amount of loss or damage that has been caused to or suffered by the PURCHASER shall be final and binding on us and the amount of the said loss or damage shall be paid by us forthwith to the PURCHASER on demand and without protest or demur.

3. WE, (Name of the bank.....) ,hereby further agree that the guarantee herein contained shall remain in full force and perfect during the period that would be taken for satisfactory performance and fulfillment in all respects of the said CONTRACT and that it shall continue to be enforceable for (a) Six months after the date of completion of supply of the said CONTRACT (b) in the event of dispute (s) between the PURCHASER and the SELLER, until such period(s) the dispute (s) settled fully, whichever date is the latest , and that if any claim accrues or arises us,(Name of the Bank ……..) by virtue of this guarantee before the dates referred to hereinabove, whichever date is the latest, provided that notice of any such claim has been given by the PURCHASER before the dates referred to at hereinabove ,as the case may be, payment under this LETTER OF GUARANTEE shall be made promptly upon our receiving the notice to that effect from the PURCHASER in demand and without protest or demur.
4. It is fully understood that this guarantee shall become effective from the date of said CONTRACT and that we (Name of the Bank.....) ,under take not to revoke this guarantee during its currency without the prior written consent of the PURCHASER.

5.We, (Name of the Bank.....),hereby further agree that the PURCHASER shall have the fullest liberty ,without affecting in any manner our obligations hereunder, to vary any of the terms and conditions of the CONTRACT by the SELLER from time to time or to postpone for any time or from time to time any of the powers exercisable by the PURCHASER against the SELLER and to forbear or to enforce any of the terms and conditions relating to the said CONTRACT and WE,(Name of the Bank.....),shall not be released from our liability under the guarantee by reason of any such variation or extension , being granted to the SELLER or any forbearance and / or omission on the part of the PURCHASER or any indulgence by the PURCHASER or by any other matter

or thing whatsoever which under the law relating to the sureties would , but for the provision , have the effect of so releasing us from our liability under this guarantee.

6.WE,(Name of the Bank.....) , hereby further agree that the guarantee herein contained is initially valid up to---------- and that the same shall be extended further according to the provisions contained hereinabove.

7.WE,(Name of the Bank.....),hereby further agree that the guarantee herein contained can be operable from our Bokaro Steel City /Kolkata branch and shall not be effected by any change in the constitution of the SELLER and / or PURCHASER.

For and on behalf of (Name of the Bank ……)

Signature

Name :
Duly constituted Attorney & Authorized Signatory

Designation with seal:

Annexure 5
Inspection Plan

SI + PDI – WAIVED, RCT INSP – 1. VI 2. VOD , CERT REQ – 1 . GC 2 . ITEMS/EQUIP DOC/MANUALS